

◇ Contractor Payments Tab

- ◆ Amount Earned and Dollars Received (for Prime) and Amount Paid (for Subs) should be for the reporting period
***Note: You do not need to go back and try to match of Earned and Paid Amounts*
- ◆ Amount Earned = total invoice for that period sent to KC/submitted to Prime by SubContractors/Suppliers
- ◆ Amount/Dollars Received = amount w/o Sales Tax or Retention
- ◆ Save
- ◆ Submit when no more updates are needed for the period
***Note: BDCC team can unlock/unsubmit so you can edit if you submit in error*

Details SubContractors Reporting **Contractor Payments** Document Upload Change Orders

This page is used to report Prime Contractor Payments received from King County and Prime Contractor Payments made to Subcontractors and Suppliers for all contract types.

Progress Payment Period < January 2017 >

Prime Contractor

Progress Payment	Amount Earned	Earned to Date (01/2017)	Received Date	Dollars Received	Received to Date (01/2017)
ZZGROUP, BDCC	\$0	\$115,903.00	01/01/2017	\$0	\$118,716.02

Condition of Award (SCS Certified Firms)

There are no subcontractors that are condition of award

Other SubContractors

Progress Payment	Amount Earned	Earned to Date (01/2017)	Paid Date	Amount Paid	Paid to Date (01/2017)
1ST CHOICE MEDIA	\$0	\$0.00	01/01/2017	\$0	\$5,660.99
2 FOLD PRODUCTIONS LLC	\$0	\$2,000.00	01/01/2017	\$0	\$1,000.00
A&B PAINTING	\$0	\$0.00	01/01/2017	\$0	\$0.00
AAA ABATEMENT AND DEMOLITION, INC.	\$0	\$1,000.00	01/01/2017	\$0	\$500.00
AAA EXCAVATING	\$0	\$0.00	01/01/2017	\$0	\$0.00
BUCK SMITH TRUCKING	\$0	\$0.00	01/01/2017	\$0	\$0.00
LANE COMMUNICATIONS	\$0	\$0.00	01/01/2017	\$0	\$0.00
MIK CONSULTING	\$0	\$2,000.00	01/01/2017	\$0	\$2,000.00

◇ Change Orders Tab

- ◆ Record change orders in CARTS
***Note: For Reductions (deductive Change Order Amount), contact BDCC team, CARTs does not allow entry of negative numbers*

Note:

- For Non-work order contract: everything is under single contract number
- For Work Order contract: payments, journey/apprentice hours need to be reported by work order

For technical help, please contact:

Phuong Nguyen: (206) 263-9745 or phuong.nguyen@kingcounty.gov



King County

CARTS End-User Guide for Contractor

CARTS Login

- Username and Password can be found in Post Award Letter
- Contact BDCC team to request username and password if needed
- <https://info.kingcounty.gov/exec/contractreporting/Login.aspx>

CARTS System

- Left Navigation Pane (site overview)
 - ◇ **My Contracts**
 - ◆ Active Contracts
 - New contracts will show up here after the Post Award Letter (PAL) is sent
 - ◆ Closed Contracts

CARTS

My Contracts

Active Contracts

Closed Contracts

My Profile

Help

Log Off

Active Contracts

This page provides a listing of your contracts. Select a contract from below for additional contract details, to a

💡 Move your mouse over the contract you wish to view, once the appropriate contract is highlighted left clic

Showing Contract 1-2 of 2

Number ↑	
C00000C00	CARTS TEST
C00000C00	work order

*Current as of 1/2017.

◇ My Profile

- Contractor Profile
- Manage Contacts
 - * Add/Edit/Remove CARTS contacts
- Manage login
 - * Change Password
 - * Change Username

CARTS

My Contracts

My Profile

Manage Contacts

Manage Login

Help

Log Off

Video Training

Updating Contracts/Entering Payments and Hours

- Click on My Contracts | Active Contracts
- Click Contract Number

◆ Details tab

- Contract Details - overall contract details
- SubContractors
- Contract Owner
- Contract Requirements
- Contract Goals

◆ Subcontractors

- Add/edit subcontractors information
- To Edit, click on the pencil icon under Actions
- Create a new subcontractors
- Contact BDCC to remove a subcontractor (need to be done on the DB backend)

Details	SubContractors	Reporting	Contractor Payments	Document Upload	Change Orders
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Below is a listing of current subcontractors and suppliers assigned to **Contract C00000C00**

Condition of Award

Listing of firms identified toward meeting a contract small business goal or requirement. To add or remove firms from this list send email to the [BDCC Administrator](#). To edit contractor information click the icon under the "Actions" column below.

Showing SubContractor 0-0 of 0									
									SubContractors Per Page 10
There are no subcontractors that are condition of award assigned to this Contract.									

Other SubContractors

Ensure all contractors, consultants and suppliers performing work on this project are listed below. To edit contractor information click the icon under the "Actions" column below.

Showing SubContractor 1-9 of 9									
									SubContractors Per Page 10
SubContractor Name ↑	DBE	MWBE	SCS	Type of Work	Intent To Pay Amount	Est. Start Date	Est. End Date	L&I Intent Id	L&I Affidavit Number
1ST CHOICE MEDIA				Subconsultant	\$500.00	09/30/2015	10/30/2015	N/A	N/A
2 FOLD PRODUCTIONS LLC				Subcontractor	\$5,000.00	09/30/2015	10/30/2015	Missing	Missing
A&B PAINTING				Subcontractor	\$10,000.00	09/30/2015	10/30/2015	Missing	Missing

◆ Reporting Tab

- Reporting Journey & Apprentice hours on the project
- Reporting Period: defaults to previous month
- Reporting should be done by the 10th of each month for prior month
- Report Status column
 - Missing = not filed

Details	SubContractors	Reporting	Contractor Payments	Document Upload	Change Orders
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This page is used to report Monthly Labor Hours for Construction Contracts. [View reporting instructions...](#)

Reporting Period January 2017

Showing SubContractor 1-9 of 9									
									Contracts Per Page 10
MUR/AUR Reporting									
Contractor Name ↑	Report Status	Activity Status	Submit Date	Actions	Journey Hours Current Period	Apprentice Hours Current Period	Journey Hours To Date (01/2017)	Apprentice Hours To Date (01/2017)	AAP
[PRIME] ZZGROUP, BDCC	In Progress				0	0	513	155	✓
1ST CHOICE MEDIA	Not Required				0	0	0	0	✗
2 FOLD PRODUCTIONS LLC	Missing				0	0	120	240	✗

- Don't need to report hours for Suppliers, or Owner Operator
- Click on the pencil icon under Actions to Edit, and on the notepad/plus sign to add Journey/Apprentice hours for Prime Contractor and each Subcontractor
 - Activity Status
 - For first report = Initial
 - For next reports during contract = In Progress
 - If there are no changes to report during the period = No Activity
- **Note: still need to report each month even if no changes or no activities**
 - If this is the last period for the contract = Final Report
- Prepared By
 - Select from Contact dropdown list
- Journey & Apprentice Utilization
 - Do not include Superintendent or Administrative hours
 - If multiple of same type—just be consistent
 - To find Apprentice—State Apprenticeship Council (SAC) ID is the best option
- Save Report
- When finished with period = Submit Report

2 FOLD PRODUCTIONS LLC For January 2017

Activity Status	What are my choices?	
Prepared By	Name	
Are you a company contact? If you are, simply choose your name from the list below.	First Last	
Contact	Email	
Can't find in list? Add a contact.	Phone	

Journey Utilization by Trade

Add Utilization	
Trade	Laborer
Gender	Decline to Provide
Ethnicity/Disabled	Asian
Total Work Hours	
Employee Count	
Cancel Add	Add Utilization

Apprentice and Journey Utilization by Worker

Add Utilization	
Apprentice	Find Apprentice
Wage Progression Step [2]	
Worker Status	
Disabled	
Disadvantaged Youth	
Hiring Source [2]	Select--
Hourly Wage (\$)	
Hours	

◆ AAP Column

- Click on AAP to download the form
- Required to SubContractors and Suppliers prior to Final Payment and contract close out
- Must be signed and notarized by the Subcontractor/Supplier
- Must be signed by the Prime
- To Upload
 - Document Upload Tab
 - Affidavit of Amounts paid (AAP) is the only document we require